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26 March 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 12  
22 - 26 March 1971

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1. [REDACTED] and I met with [REDACTED] of CRS/DPSD (Graphics) and mutually agreed to give Graphics jurisdiction over OTR produced films which are not for the exclusive use of OTR. All films produced by OTR will be given a Graphics number and the original negative will be filed by the [REDACTED] Records Center. All requests for overseas or other external use of OTR films will be processed by Graphics which includes obtaining CI Staff approval. OTR will retain sufficient prints of training films for our exclusive use. Any OTR films held by Graphics will be subject to any restrictions that we wish to place on them. Films which are for the sole use of OTR will be registered with Graphics but all prints will be held in OTR. This agreement will transfer OTR film accountability to the central record held by CRS. The Audio Aids Branch will be responsible only for films which we use and which are under our jurisdiction.

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2. Our one space in the 29 March DODCI Senior Executive Course will be filled by Mr. [REDACTED], GS-16, ORD. The next running is scheduled for 3 May and we again have one space. [REDACTED], O/PPB, was tentatively lined up for this but has been deferred. 25X1A

3. The Agency received its annual quota letter from DASA this week authorizing Fiscal Year 1972 spaces for the Nuclear Weapons Orientation Advanced course and the Nuclear Weapons Capabilities and Design course, both given at the Sandia Base, New Mexico. Fifty-six spaces have been allocated for the WOA compared

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to 80 authorized us this year. This is due in part to the inauguration of the NWCD last February which is a combination of the WOA and the discontinued Design Information Course. For the NWCD we received 12 spaces. This gives us a combined total of 68 spaces, 12 less than last year. However, we are certain that if additional spaces are needed, DASA will grant them. Senior Training Officers will be asked to submit FY 1972 requirements in the near future.

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4. [REDACTED], OEL Training Officer, perceived a shortcoming in the NSA Senior Cryptologic Course coverage of SIGINT subjects from reading recent student critiques. AIR has forwarded to NSA his offer of assistance in this area in the form of experienced OEL people to lecture on ELINT.

5. At the request of the DDP/TRO, we furnished total figures and a report on the number of CS personnel who participated in the Management and Supervision courses offered by OTR over the last three calendar years.

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7. Ten OC employees, at a cost of \$260 each, will be attending a special "in-house" course to be conducted by [REDACTED], a [REDACTED]. The objective is "to learn procedure, using [REDACTED] equipment, for repairing a broad range of high reliability (military and industrial) electronic assemblies and modules."

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8. [REDACTED] Special Assistant to the Director, Office of Research and Development, met with ISS on 23 March to discuss the final wrap-up of his special "in-house" contract course, "Engineering Systems Analysis." The contractor for the course is [REDACTED]

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The course began on 3 April 1970 and ends in early May 1971. Mr. [REDACTED] received our agreement on the way to getting a clearance to publish a technical paper, "A Pilot Course in Engineering Systems Analysis," co-authored by [REDACTED] and Dr. [REDACTED]. The paper has been accepted for presentation at the 79th annual meeting of the American Society for Engineering Education at the U.S. Naval

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-- this same year's study [REDACTED] way from FE Division

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Academy the week of 21 June. Mr. [REDACTED] would like to be identified as a CIA employee because the format and content of this pilot course has been cited as innovative and original to attack a growing problem in Government and aerospace technical groups. The course has been conducted at the graduate level, and [REDACTED] feels it would be advantageous for CIA to be identified with this tutorial role in the Federal milieu.

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9. Mr. [REDACTED] Account Representative, visited AIR on 19 March and introduced his replacement, Robert [REDACTED] has been transferred to the OCS account, and this leaves very little time for anything else.

10. At the request of SSA/DDS, AIR has requested a breakdown of costs for executive programs at Pennsylvania State University, Massachusetts Institute of Technology, Columbia University, Cornell University, Stanford University, Carnegie-Mellon Institute of Technology, and Pittsburgh University. These are all new programs under the Training Selection Board. We need the Break-down to determine fair per diem rates.

11. At the request of the DTR, The Department of Defense Report on President Nixon's Strategy for Peace was requested from the Pentagon [REDACTED]. She received same day service through our Pentagon liaison.

12. AIR enrolled five DDP/Systems Group employees in a symposium on Information Storage and Retrieval at Maryland University, 1 - 2 April 1971. We asked the Conference Coordinator's assistant about billing and after identifying the Agency as CIA she asked, "Is that a Government agency?" !!!!

13. This week saw the following requests for full-time training programs (semester or more):

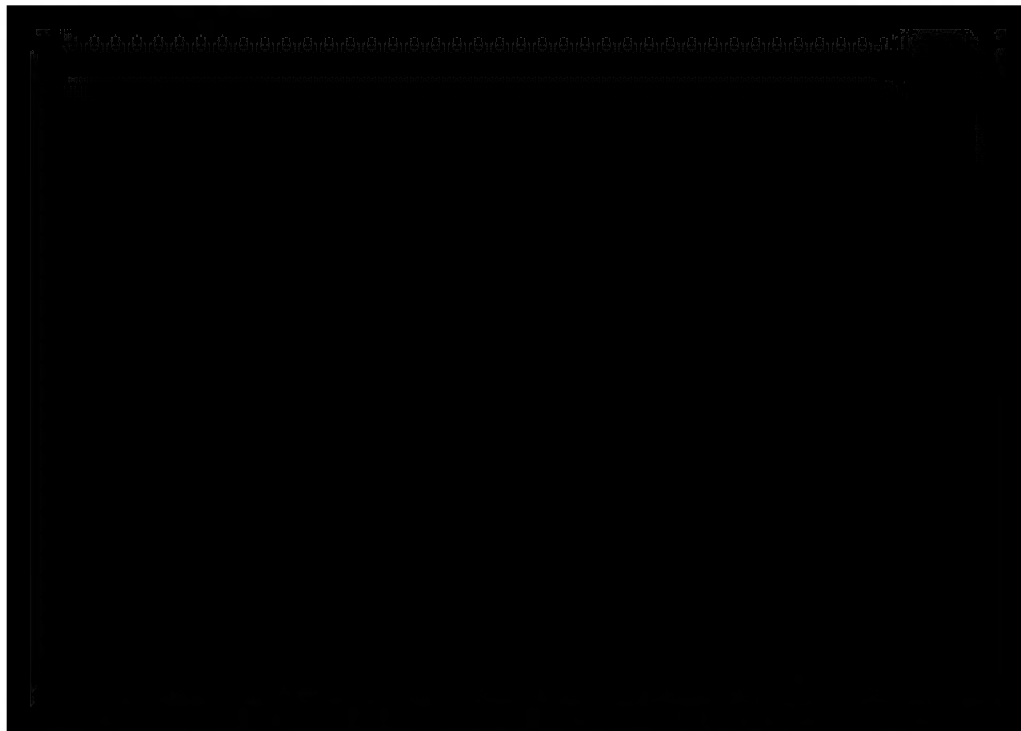


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are preventing FE from assigning him a slot so the case is pending.

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14. On Wednesday, 24 March 1971, [REDACTED], and [REDACTED] from OTR, and [REDACTED] from the Office of Communications, [REDACTED] attended a one-day institute sponsored by the National Society for Programmed Instruction. [REDACTED] gave a slide-tape presentation on "Analysis and Instructional Design Beyond Trivial Objectives" with a workbook for response by the participants, along with group discussion. The "package" was designed primarily for academic audiences and our representatives did not gain as much as they had expected to from the presentation.

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15. ITB has spent a total of approximately four weeks in the development of a systems approach to the teaching of a cryptographic limited maintenance course [REDACTED]. This course, approximately two weeks long, has been worked on with a subject matter specialist and it contains:

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- a. Over-all objectives, in behavioral terms
- b. All of the tasks that the student will perform in [REDACTED]

- c. Each of the tasks has been broken down to the skills involved and the knowledge necessary to perform those skills (which eliminates any unnecessary skills)

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d. The development of behavioral objectives for the skills and knowledge to be taught in step c above

e. Individual lesson plans for every lesson of the course. These lesson plans contain references, handouts, training aids, and criterion examinations which use the student responder system.

In approximately 60 - 120 days a feedback questionnaire will be sent to the field to validate this instruction. Based on the results of the feedback, the course will be revised as necessary. With the above, any incoming instructor has all of the necessary material to teach that course. This is also useful to management -- management knows what is being taught, as well as the instructor and the students. This course will serve as a model for the development of other courses of instruction.



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Chief  
Instructional Support Staff